



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA MAINE
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JOHN ELIAS BALDACCI
GOVERNOR

**ON-THE-JOB TRAINING PROGRAM
OFF-SITE TRAINING
POLICY**

DAVID A. COLE
COMMISSIONER

June 8, 2006

Dear Contractors

Due to Federal Regulations being loosely interpreted in the past, we are seeing a pattern of numerous OJT's having the majority of their training programs off site

I am writing to clarify the requirements and to inform all parties of the new off-site trainee approval process

§23 CFR part 230.111 states

"Some off site training is permissible as long as the training is an integral part of an approved training program and does not compromise a substantial part of the overall training. Furthermore, the trainee must be concurrently employed on a federally aided highway construction project subject to the Special Training Provisions attached to this directive. Reimbursement for offsite training may only be made to the contractor where he/she does one or more of the following: Contributes to the cost of the training, provides the instruction to the trainee, or pays the trainee's wages during the offsite training period."

The reasons for keeping an OJT on a federal aid site include

- Liability
- Monitoring
- Skill development appropriate for FAP Journey level
- Safety

From this date forward, if you wish to have an OJT off site, please use the following process

The Contractor is obligated to request off-site training in writing and receive approval from MaineDOT Civil Rights Office if a trainee will need to be transferred from the MaineDOT project ("off-site training") in order to fulfill their training requirements. The contractor submits a transfer form to the monitor for information to and to the MaineDOT Civil Rights Office for approval. The original form is signed, dated and placed in the project file with an approved copy returned to the Contractor. The Monitor will continue to visit the trainee on her or his off-site project. The approval must be made prior to moving the employee off-site. No credit will be given and no monitoring will be done for OJT's that leave the State of Maine.

1. Off-site hours are not reimbursable unless pre-approved by the MaineDOT Civil Rights Office
2. The trainee wages may be adjusted according to the prescribed wages set for the off-site project. The Contractor must notify the trainee of any off-site wage adjustment.

Any trainee off-site without prior approval cannot be considered an OJT under the 660 item and Special Provision. The hours, credit, monitoring, and payment will not be made.

Sincerely,

Holly Anderson
Civil Rights Office Manager



U.S. DEPARTMENT OF TRANSPORTATION

THE MAINE DEPARTMENT OF TRANSPORTATION IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

Off Site OJT Request/Approval Form

Contractor
Section

Project	Date
PIN	Supervisor
Contractor	Classification
Trainee	Pay Rate
Hours Completed to Date	

Description of Training Activities Completed to Date

Reason for Request to Move OJT Off Site
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Are there other Federal Aid Projects in Maine under construction with your company at this time?

If yes, list Project Names, Locations and PINs

If yes, Please describe why the OJT cannot get the required training on one of these sites during this season
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23 CFR 230 111 states Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a substantial part of the overall training. Furthermore, the trainee must be concurrently employed on a federally aided highway construction project subject to the Special Training Provisions attached to this directive. Reimbursement for offsite training may only be made to the contractor where he does one or more of the following: Contributes to the cost of the training, provides the instruction to the trainee, or pays the trainee's wages during the offsite training period.
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Please describe how this off-site would NOT comprise a substantial part of the overall training

Please certify that the trainee will concurrently be employed on a Federal Aid Project

That the employee will still receive pay from the Federal Aid Project

That the employee will still have work hours recorded to that Federal Aid Project on the certified payrolls at the same rate or higher than when training on the project site

Please check all that apply to the proposed off-site training

- ☐ The contractor is paying the cost of the training
☐ The contractor is providing instruction to the trainee
☐ The contractor is paying the trainee's wages

DOT Section

Date Received

☐ Approve Training, Hours will Count, Wages/Item 660 will be paid
Okay to Monitor Off Site

☐ Disapprove Training If OJT Moved, hours will not count, item 660 will not be credited or paid Monitoring will not be done

Comments

Signature of MaineDOT Civil Rights Office _____

cc MaineDOT Resident
Contractor
Women Unlimited
FHWA